

Partnership in student learning 2017 - Parents

Open Access College aims for students to be successful learners through a partnership with parent/caregiver that supports the learning for each student.

OAC and parent/caregiver both have responsibilities, outlined below, that will help to ensure the partnership is positive for all involved and especially for student learning.

Open Access College

Open Access College provides each student with dedicated teachers and learning programs appropriate to their circumstances and needs. Learning with Open Access College involves:

- a variety of learning modes
- synchronous lesson time that is interactive and learner-centered
- intentional content for students to explore on their own
- individual, small group and class feedback in real time
- on-going formative assessment to inform future learning

Open Access College provides each parent/caregiver with a Counsellor as key contact and support person for their students.

At the start of the School Year OAC will

- Send confirmation of enrolment email to the parent/caregiver.
- Teachers will contact students within one week of the enrolment to confirm lesson times, technology requirements and resources.
- Teachers will support students and parent/caregivers accessing the learning platforms.
- Provide a laptop for full-time college based students.
- Provide information about how to login to Daymap (see **student helpsheet**) and the **student absence process**.

Throughout the year OAC teachers will

- Conduct synchronous lessons at set times each week.
- Provide learning materials, tasks and support via a LMS (usually Moodle).
- Provide out of lesson support through face-to-face contact, email and telephone.
- Contact parent/caregiver immediately when there are any concerns re student learning. This will be followed up by the OAC Counsellor as appropriate.
- Inform parents via OAC website and Facebook page of any OAC closure days in advance.
- Inform the parent/caregiver of organized workshops and forums to support learning.
- Provide on-going information about student progress in Daymap. All attendance, required work/assignments and marked work with feedback is made available to OAC students and parents/caregivers in Daymap.
- Regularly report on student progress.

Parent/Caregiver

Parent/Caregiver is responsible for fully supervising and supporting their child/student. The name and contact details provided on the enrolment form will be made available to OAC staff via Daymap.

Upon enrolment parent/caregiver will:

- Access the OAC website for course, enrolment and general information.
- Check confirmation email and alert Client Services of any errors.
- Ensure your child/student has a dedicated spot in the home for OAC synchronous lessons and study.
- Ensure students have access to an internet service and that they can access the email account provided on the enrolment form.
- Assist students log-in to OACs e-learning platforms (Daymap, WebEx, Moodle, Google Classroom, Library) and troubleshoot minor technical problems. Refer to our **Learning Technology Help Desk** (OAC teachers and Learning Technology staff will guide students/supervisors in connecting to and using the online technologies).
- Support students to understand and comply with OACs assessment and **attendance policy**.
- Assist students to organise a weekly study and lesson timetable (your child's teacher/counsellor can assist you with this).
- Assist students to manage their course/subject digital files and calendars.

Throughout the year parent/caregiver will:

- Actively supervise and support students to attend lessons and effectively utilise on-line classrooms and resources.
- Inform **student.absence@openaccess.edu.au**, when a student is absent from school for any reason. (Any unexplained absence will result in an sms or email being sent to the parent/caregiver).
- Promptly contact OAC teachers if you have any concerns and follow up with your child's counsellor or member of senior leadership team if concern is unresolved.
- Encourage child/students to make contact with their OAC teachers as appropriate.
- Monitor your child/students progress using **Daymap Connect**.
- Organise student visits to OAC where appropriate.
- Advise OAC **client.services@openaccess.edu.au** of all changes to student contact details – address, phone, email.
- Return laptop, all library resources and unused learning materials to OAC.